

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 6, 1987

ALL COUNTY INFORMATION NOTICE NO. 1-35-87

TO: All County Welfare Directors  
All Public and Private Adoption Agencies  
All SDSS District Offices

SUBJECT: ADDITIONAL QUESTIONS AND ANSWERS FROM PHOTO-LISTING  
TRAINING

The purpose of this notice is to provide answers to questions that were most commonly asked during the Photo-Listing training sessions held during the months of January and February (1987).

QUESTION: When does the 15 working day time period begin for us to register children with the photo-listing service?

ANSWER: The 15 working day time period commences on the first working day following the date on which the Acknowledgement and Confirmation of Receipt of Relinquishment Documents (AD 4333) is signed by the State Department of Social Services (SDSS).

QUESTION: When does the 60 working day time period begin for those children who are to be deferred from the photo-listing service?

ANSWER: As does the 15 working day time period, the 60 working day time period commences on the first working day following the date the SDSS signs the AD 4333.

QUESTION: Do we register children with the photo-listing service when the order terminating parental rights has been appealed?

ANSWER: When a child is in an appeal process, the agency cannot register that child with the photo-listing service. If a child has been registered prior to the filing of the appeal, the child will be removed from the photo-listing service pending appeal.

QUESTION: May photographs of children be in color?

ANSWER: Black and white photographs are preferred because the quality of reproduction is much better, however, color photographs are acceptable if black and white photographs are not available.

QUESTION: Do we register children with the photo-listing service who are in foster/adopt placements?

ANSWER: Once the 60 working day deferral time period has expired and the agency has not submitted a Notice of Placement (AD 558) to the Department, a child in a home who is expected to become an adoptive placement must be registered with the service by completing an AD 909 along with a recent photograph.

QUESTION: Will narrative descriptions of children be edited?

ANSWER: In light of the high volume of registrations we will receive, we encourage the submitting agency to assure that the AD 909s are free of typographical errors, misspellings and grammatical errors. Information not properly formatted on the AD 909 (i.e., typewritten descriptions that exceed the preprinted brackets) will be returned for retyping because the narrative will not fit into the Department of General Services printing format. This will decrease the processing time of material submitted and enable the Photo-Listing Coordinator to make the inserts available to the agencies on a more timely basis, which subsequently, aids in the achievement of our overall goal in making the children more visible to the adoption community.

QUESTION: Have there been any problems with listings that have been submitted?

ANSWER: The following items appear to be the most common errors. As a reminder to all agencies, when submitting registrations of children to the photo-listing service: 1) make sure that the narrative descriptions are typewritten on the AD 909 and restricted to the inside of the preprinted brackets; 2) be sure that the photographs are not too light or dark; 3) the photographs are not to be stapled to the AD 909; and 4) all registrations must be submitted on the original AD 909, not a photocopy.

If you have any other questions regarding the registration of children with California's Waiting Children, please contact the Photo-Listing Consultant at the above address or by phone at (916) 323-0590 (ATSS 473-0590).



LOREN D. SUTER  
Deputy Director  
Adult and Family Services Division

cc: CWDA